



Finance and Accounts Department

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Time records in ØSS (AAU Tidsregistrering)

Quick guide for users of ØSS electronic time records

GUIDE

TARGET GROUP: Employees who are required to keep time records in ØSS

OBJECTIVE AND DEFINITION

This document presents Time records in ØSS (AAU Tidsregistrering) to users who need to keep time records.

Revisions

| | |
|--------|------------------------------------|
| Rev. 2 | Minor spelling mistakes corrected. |
| Rev. 1 | First revision |

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Access the system

You access Time records in ØSS through AAU's Administrative Systemer in Internet Explorer:

<http://www.adm.aau.dk/vue/>

After pressing the link *Økonomistyring ØSS* you are asked to enter your username and password.

You have received this information by e-mail from ØA Support. The first time you log in, you are asked to change the standard password to one of your choice.

Once logged in, select *AAU Projektssystem medarbejder WEB* and *Mine timesedler* (My time records). You are now in Time records in ØSS (AAU Tidsregistrering).

Find time records

Search your own time records in the field *Find timesedler* at the top of the page.

1. Enter search premises for the time records you want to find. Standard is all time records.
2. This is a list of your time records.
3. Press *Opret timeseddel* to create a new time record.

AAU Tidsregistrering

[Find timesedler](#) [Hjem](#) [Log af](#) [Præferencer](#)

Find timesedler

Status: Påbegyndt Afleveret Godkendt Afvist

Måned:

Om. sted:

Godkender:

Medarbejder:

Vælg: [Alle](#) [Ingen](#)

| Vælg | Måned | Aflev. | Afvist | Godk. | Total | Om. sted | Godkender | Godkendt af |
|--------------------------|--------------------------|-------------------------------------|--------------------------|--------------------------|-------|----------|-----------------|-------------|
| <input type="checkbox"/> | Feb 2010 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 35.0 | 26001 | Bräuner, Karina | |
| <input type="checkbox"/> | Jan 2010 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 17.0 | 26001 | Bräuner, Karina | |

Create a monthly time record

Ny timeseddel - Windows Internet Explorer leveret af A...

Ny timeseddel

Medarbejder:

Periode:

Om. sted:

Godkender:

When you create a new time record you must first choose the month and year that the time record concerns.

Omk.sted applies to AAU's chart of accounts and defines where your registered hours are credited. The project administrator at your department will be able to assist you if you have more than one option in the drop-down list.

Finally select the person who approves your time records. This is usually the project administrator at your department.

Recording your hours

1. Enter the project number here.
2. Click the flashlight to search for the project.
3. Tick this box if you want your selection to appear on next month's time record.
4. Days of the month. Here you enter your hours worked.
5. Click *Ny linje* to enter a second project number, work package or comment.
6. If applicable, indicate co-financing here.
7. Press *Gem* before closing the window. If you have finished recording your hours for the entire month, press *Aflever* to submit your time records.

Guide to you if you only use ØSS for time records

For a quicker access to the Time records in ØSS (AAU Tidsregistrering) click *Preferences* on the start page and enter the following:

Startside

Ansvarsområde Side

AAU Projektssystem medarbejder WEB

Projektssystem timeseddelbruger

Print your time records

Usually, you only need to print your time records if they need a date and physical signature of approval from you and/or your superior/supervisor.

The time records are printed from the BI-programme Qlikview *Project Tid*. The layout of the time-sheet fulfills most external requirements. Your project administrator will be able to assist you in printing.

ORIGIN, BACKGROUND AND HISTORY

This document replaces *Kvik-guide til tidsregistrering*, dated 26 March 2012. It is also available in Danish.

CONTACT/RESPONSIBILITY

If you have questions regarding this guide, please contact [The Finance and Accounts Department](#)

DICTIONARY AND DEFINITIONS

Afleveret: Submitted

Afvist: Rejected

Godkender: Person to approve the time record. Usually the project administrator at your department.

Godkendt: Approved

Omk. sted: Part of AAU's chart of accounts that defines where your time records should be credited. The project administrator at your department will be able to assist you if you have more than one in the drop-down list on your time sheet.

Påbegyndt: Started

ØSS: AAU's computer-based financial system.